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Approved For Release 2001/03/03 : CIA-RDP78-05795A000600030002-6

14 March 1969

MEMORANDUM FOR: Director of Training

THROUGH : Chief, Operations School

SUBJECT : Course Report - Operations Support No. 3-69 (No. 83)
27 January - 14 February 1969

REFERENCE : Course Report, Operations Support No. 2-69
2 - 20 December 1968

Class Composition

1. Twenty-four students were enrolled in and completed Operations Support No. 3-69. The dates of their entry on duty were from August 1958 to November 1968 and averaged 26 months with the Agency; the grades ranged from GS-4 through GS-9 with an average of GS-6.2. All but two students carried D designations: one student, preparing for an assignment [REDACTED] had an IP designation (DDI/NPIC), and the other, scheduled for [REDACTED] had an SF (DDS/Finance) designation.

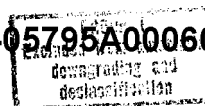
2. Illness and/or overseas processing necessitated absences totalling approximately 70 hours: 29 hours due to illness and 41 hours due to processing requirements. In order that the sponsoring office may be aware of the specific instruction or practical exercise missed by a student, a notation will be made on each training report where appropriate.

Course Content and Instructor Comments

3. The course was conducted according to the attached schedule (Attachment 1). Innovations, deletions and additions of particular significance have been detailed in previous course reports.

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4. Techniques of Indexing: This session continues to be on target. In addition to general remarks which apply across the board, [REDACTED] covered the fifteen Stations to which the students had definite assignments.

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5. Overseas Assignments - Views of Recent Returnees: Four individuals recently returned [REDACTED] comprised the panel. Their presentations were candid, informative and, as always, well received.

6. Dispatches, Cables and Records: Eight students of the 24 enrollees had had Administrative Procedures. In this class only one of the eight felt that less time was needed on the above subjects. This one student substantiated her opinion by producing excellent material. The remainder felt, and their initial practical work indicated, that they could profit from the time allotted. All too frequently students conclude that general familiarization with Dispatches, Cables and Records is tantamount to knowledge in depth - a point of view that is unsupported by examination of their practical work. In short, it would appear that the coverage of these subjects in Operations Support, wherein students are required to apply, inter alia, the concepts of CS records, indexing responsibilities, appropriate code designations and proper security practices, is not redundant but rather supplements prior instruction received in Administrative Procedures.

7. Course Critiques: The students felt that they had learned a good deal and expressed a sense of achievement in having accomplished the tasks required of them.

[REDACTED]
✓ Chief Instructor

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Attachments: 1. Course Schedule (w/orig. only)
2. Course Roster

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ORIGINAL DOCUMENT MISSING PAGE(S):

Missing Attachment